



Wichita Police Department Policy Manual

Approved by: _____

Policy 805-Vehicle

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Maintained by: Information Services

Issue/Rev.: R 10-03-2011

- 805.01 The purpose of this policy is to achieve maximum utilization of Police Department vehicles, while also providing for their orderly assignment and tracking. Of major importance, as well, are the vehicles' maintenance and repair.
- 805.02 R The Information-Services (IS) Section is responsible for fleet coordination. All police vehicles will be assigned to specific bureaus in each division. Bureau commanders shall inform IS of individual vehicle assignments, ensuring that such notification is made whenever any vehicle is reassigned.
- 805.03 A bureau commander shall:
- A. ensure that vehicles assigned to his or her bureau receive timely maintenance [especially service, when due], including regular engine-oil checks.
 - B. ensure that each vehicle assigned to his or her division is inspected at the end of each month.
 - C. ensure that the updated mileage and service due information required for the IS monthly Fleet-Inventory Report is entered into the database by the second calendar day of each month.
- 805.04 Ideally, all vehicles of a particular make and model year will end their police careers in the same general condition and with approximately the same mileage. Bureau commanders shall ensure that all vehicles assigned to his or her bureau are reassigned to different beats or other units to achieve this goal.
- 805.05 R Every member of the Department is responsible for the condition, cleanliness and maintenance of the vehicle he or she is using at any particular time. Each employee will make a daily inspection of his or her assigned vehicle, particularly noting service due and any new damage. Any member of the Department finding a vehicle past due on service shall notify his or her supervisor of his or her intention to down the vehicle for service. If circumstances prevent immediate downing, the supervisor shall schedule the vehicle for service as soon as is practicable. Any new damage found shall be handled according to Policy 401-Accidents Involving Police Vehicles.
- 805.06 Supervisors will monitor the status of downed vehicles and assignment of replacements.
- 805.07 Members of the Department normally may only use vehicles assigned to their bureaus or sections. However, commanders may authorize temporary use of their vehicles by any member of the Department.
- 805.08 R Certain personnel are assigned to positions that require them to be called out on critical incidents. The Chief of Police will determine those positions and authorize take-home vehicles for the employees who are assigned. When a Department member is transferred from an authorized call-out position, the vehicle will be transferred to the employee who assumes the position. Take-home vehicles will be included in the responsible bureau's monthly fleet report.
- 805.09 R A Department member whose car needs repair will take it to Shop #2 located at the north end of the main building at the Central Maintenance Facility (CMF), 1801 South McLean Boulevard, between 0700 and 2330. From 2330 to 0700, vehicles should be parked on the down line of Shop #2 or Shop #4, fill out a work order [available in an outside box near the down line], and place it in the vehicle. Shop personnel will notify the appropriate bureau- or section commander when the vehicle is ready.
- 805.10 Hours for CMF are Monday thru Friday 0700 to 2330. CMF will make every effort to accommodate requests for after hours assistance to departments using contract vendors as well as on-call personnel. Routinely needed items will be available and housed in a storage area located by the fuel pumps at the CMF complex. Air for tire inflation will be available at the CMF complex near the vacuum cleaners. Becker Tire Service, 943-7979, will handle all tire issues and Arrow Wrecker, 522-8156, will perform all towing or winching issues for City owned equipment, between the hours of 2330 and 0700 Monday thru Friday.
- 805.11 All members of the Department going off-duty will park their vehicles in parking spaces designated for police vehicles.
- 805.12 Supervisors will be responsible for the proper disposition of parking tickets received on vehicles assigned to their units.
- 805.13 R The Wichita Police Department trip-cars are the responsibility of IS and may be checked out from IS personnel with authorization of a bureau commander or above. Conflicts in the use of the trip-car will be decided by the Administrative Services Bureau Commander based upon need.